

Application Instructions for a General Permit to Discharge Stormwater Associated with CONSTRUCTION ACTIVITY

Introduction

This is an instruction document for the preparation of an application, referred to as a Notice of Intent (NOI), for coverage under a National Pollutant Discharge Elimination System (NPDES) General Permit for stormwater discharges associated with construction activity in the state of Washington. This NPDES General Permit (hereinafter called the General Permit) applies to stormwater discharges to surface waters and to storm drains.

Municipalities of less than 100,000 population need to apply for construction sites which they own or operate.

Owners of construction sites of less than five acres, or which will retain on-site and discharge to the ground all storm-water associated with construction activity are not required to apply for coverage under the construction stormwater general permit.

Who Must Apply

The owner of a construction site, where five acres or more of total land area will be disturbed, must apply for coverage under the general permit if they have a discharge of stormwater associated with construction activity to a surface water or to a storm drain.

At sites for which a lease, easement, or other use agreement has been obtained from the site owner, the entity obtaining the use agreement shall be the permittee. In cases where the owner(s) of a site is (are) represented by a developer, the developer should be the permittee.

At sites where less than five acres of total land area will be disturbed, the owner is not required to apply unless the construction is “part of a larger common plan of development or sale.” “Part of a larger common plan of development or sale” is a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.

Industrial facilities already covered by the Industrial Baseline General Permit for their industrial activity, and which are planning construction which will disturb five or more acres of total land area, must complete this NOI.

When to Apply

The permit application called a Notice of Intent (NOI) shall be submitted to Ecology on or before the date of the first public notice and at least 38 days prior to the start of construction activities Application A(see Section IX). Ecology must have the permit application during the public comment period in order to provide the public access to the applications as required by WAC 173-226-130(5).

NOTE: Ecology cannot grant permit coverage until 31 days after the date of the second Public Notice.

Ecology intends to notify applicants by mail of their status concerning coverage under the permit within 10 working days of Ecology's receipt of a complete NOI. An NOI is only deemed complete after a final SEPA determination has been made, the applicant has certified that a SWPPP will be developed prior to the start of construction, the 30 day public comment period has been satisfied, and all other NOI information has been supplied.

Upon receipt of a complete NOI Ecology will notify the applicant of their status either through written authorization of permit coverage or by sending a letter to the applicant giving a date when permit coverage will automatically commence. Coverage will begin from the date of Ecology's written authorization or will automatically commence on the date specified in Ecology's letter.

Where to Apply

Mail the signed NOI to the following Ecology office: Washington Department of Ecology, Stormwater Unit, P.O. Box 47696, Olympia, WA 98504-7696

Applicants who discharge stormwater associated with construction activity to a storm drain operated by any of the following municipalities shall also submit a copy of the NOI to the municipality:

Seattle, King County, Snohomish County, Tacoma, Pierce County, Clark County, Spokane County, Washington Department of Transportation.

Fees

There is no application fee. You will be billed for permit fees after the permit is issued. Call (360) 407-6425 for questions relating to fees.

LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE NOI

Completing the NOI; Notification of Coverage. The NOI is an official document committing the permittee to compliance with the requirements of the General Permit. It should be completed accurately, completely and legibly.

Please print in ink or type.

Change of Information: Check this box if information included in a previously submitted NOI application in which permit coverage was granted has changed. An example of a change could be a new contact person, billing address, or total area to be disturbed. Include your assigned permit number in the upper right hand corner of the NOI. Your assigned permit number is in the upper right hand corner of the first (title) page of your permit. Complete only those sections of the NOI that require changes. Please submit a transmittal letter which confirms/explains the change of information in the NOI.

Permit Number: Use only if you are reporting a “Change of Information”

Section I - Contact Person

Give the name, address, and telephone number of the person who is available 24 hours a day to respond to emergencies, and to inquiries or directives from Ecology. The contact person should be someone who is completely familiar with the site, and charged with overseeing compliance with the permit requirements. This person could be an employee, a consultant, a developer, or a contractor.

Section II - Owner/Representative of Site

Give the name, address and the telephone number of the person, company, firm, public corporation, municipality or any other entity which owns or legally represents the site. If the owner is the same as the contact person, enter “same as contact person” on the first line. The permit and all other correspondence will be sent to this address. An exception to this information is the billing address.

Section III - Site Address

Enter the street address or location description (e.g., Intersection of B & C streets, also include the county) for the construction site. Construction sites which do not have a street address must also provide a legal description of the location either in the space provided or by an attachment.

Section IV - Billing Address

Indicate where the annual and final permit fee invoices should be sent. Also provide a contact person who can answer any questions on the billing invoices.

Section V - Receiving Water Information

In Part A, check the appropriate boxes for receiving water information for the stormwater discharges from the construction site.

In Part A.1 - Check this box if stormwater leaving your site enters a storm drain system, and indicate the name of the owner of the storm drain system; such as a municipality, flood control district, utility or private entity (e.g. industrial park)

In Part A.2 - Check this box if stormwater flows directly or indirectly into or over adjacent properties, through ditches or right-of-ways to surface waters of the State; the definition of a surface water includes lakes, rivers, ponds, streams, salt waters, and wetlands.

In Part A.3 - Check this box if stormwater from your site is discharged to the ground. Indicate by what method by checking one of the three choices. If you discharge stormwater only to the ground, you are not required to apply for coverage under the general permit.

In Part B - Indicate the name of the first downstream receiving water(s) which has an assigned name. If stormwater is discharged to more than one receiving water, the names of each receiving water must be listed. Indicate whether the stormwater is initially discharged to an unnamed receiving water(s) prior to flowing into the named receiving water(s) by placing a check in the appropriate box. If the discharge is to an unnamed surface water which does not eventually drain to a named surface water (e.g. a pond with no outlet), enter a description of the receiving water (e.g., ponds, creek, etc.) and check “Yes”.

In Part C - Identify the points or areas of stormwater discharge. Provide the latitude and longitude for each point discharge. If you are not able to provide that information, provide the section, township and range information and locate your discharge on a map of sufficient scale and accuracy to identify the points of discharge and distance from receiving water(s); provide name of waterbody. If you discharge to a stormwater drainage system, identify where the points of discharge is for the drainage system; give name of receiving water.

Section VI - Construction Activity Information

Give the total land area in acres and total area which will be disturbed during all phases of the construction project. This includes all clearing, grading, and excavating, and any other activity which disturbs the surface of the land. Include how many phases. Once the site is prepared for development (utilities and roads installed for example) will the project be sold? (Once you are no longer responsible for the site, request the permit be canceled by submitting a termination form.)

Give the projected month/year when the construction activity will begin, and the anticipated month/year of completion of all soil disturbing and soil stabilization activity.

Notify Ecology if dewatering is planned.

Mark all soil disturbing activity anticipated. Add to the list activities that are pertinent to your project.

Section VII-A - Best Management Practices

Indicate how the stormwater will be cleaned and controlled before it discharges to storm drains and receiving waters. (This includes ditches and wetlands.)

Section VII-B - Stormwater Pollution Prevention Plan (SWPPP)

Applicants must develop and implement the SWPPP prior to the commencement of construction activities(s). Applicants may indicate completion of the SWPPP on the NOI form or certify that development of a SWPPP will occur prior to the commencement of construction activity. If not Ecology must be notified that a SWPPP will be developed prior to the start of construction before permit coverage can be granted.

A stormwater pollution prevention plan (SWPPP) for construction sites is a documented plan primarily intended to control erosion and sedimentation caused by construction activity. These plans are not submitted to Ecology, but kept on-site or within reasonable access to the site, to be made available to Ecology and local governmental agencies upon request.

Section VIII - State Environmental Policy Act (SEPA) Compliance

Ecology cannot cover the applicant under the General Permit until the following SEPA information has been provided and the SEPA process has been satisfied.

Provide the following information:

- Whether SEPA review has been completed or exempt.
- The type of SEPA document prepared, i.e., a Determination of Nonsignificance (DNS) or a Final Environmental Impact Statement (EIS). The name of the agency which issued the DNS, the Final EIS, or which decided that the project was exempt from SEPA. Usually this agency is a representative of local government such as a city or county.
- Provide the date the agency issued the DNS or Final EIS.
- Whether you are aware of an administrative or judicial appeal of the adequacy of the SEPA document. If you check the yes box, provide a letter explaining the issues and status of the appeal.

If necessary the SEPA follow-up information may be supplied in writing after submission of the NOI.

Section IX - Public Notice

The applicant must complete the 30 day public notice requirement prior to receiving permit coverage. The notice must be published at least once each week for 2 consecutive weeks, in a single newspaper which has general circulation in the county in which the construction is to take place with the following information:

- A statement that the applicant is seeking coverage under the Washington Department of Ecology's NPDES General Permit for Stormwater Discharges Associated with Construction Activities;
- The name, address and location of the construction site;
- The name and address of the applicant;
- A description of the applicant's construction activities and areas from which a stormwater discharge will occur, name(s) of receiving water(s); and
- The statement:

"Any person desiring to present their views to the Department of Ecology concerning this application, or interested in the department's action on this application may notify the Department of Ecology in writing within 30 days of the last date of publication of this notice. Comments can be submitted to: Department of Ecology, P.O. Box 47696, Olympia, WA 98504-7696."

NOTE: Ecology is no longer requiring the submittal of the affidavit of publication. However, a typed copy of what will be submitted to the newspaper must be sent along with the NOI. The dates that the first and second public notices will run and the name of the newspaper in which the public notices will appear must also be provided.

Please note: that state law requires a 30 day public comment period prior to permit coverage, therefore permit coverage will not be granted sooner than 31 days after the date of the second public notice. The public notice may be published simultaneously with other notices such as State Environmental Policy Act notices, and Shoreline Permit notices provided the NOI is sent to Ecology on or before the date of the first public notice.

Section X - Regulatory Status

Parts A, B, and C request information on any existing NPDES (including stormwater permit for industrial activity), State Waste Discharge, and Air permits issued to the facility. In Washington, air emission permits are issued by local agencies or Ecology. They can be referred to by various names such as a permit, an order, or a Notice of Construction. In part D, indicate if your facility has been assigned a State/USEPA Hazardous Waste ID number, and list that number.

Section XI - Certification by Permittee(s)

This section should be read closely by the applicant. The responsible official or authorized representative of the owner shall print their name for clarity, then sign and date the document on the lines provided.

In the case of corporations, the NOI must be signed by a responsible corporate officer or a duly authorized representative, if such representative is responsible for the overall operation of the site from which the discharge originates.

For a partnership, the NOI must be signed by a general partner.

For a sole proprietorship, the NOI must be signed by the proprietor.

For a municipal, state or other public agency, the NOI must be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.

QUESTIONS

Questions concerning proper completion of this form can be directed to the Department of Ecology by calling (360) 407-6437.